

Attachment 1

Instructions for Entering Data in the Science Funding Tables

Once again it is time to prepare the annual Research and Development (R&D) Budget Justification for the Bureau of Land Management (BLM) Budget Office. Please note that we have changed the format of our request slightly from last year. Instead of one table in which we previously listed all BLM funds spent on research projects, development projects and R&D facilities, this year we are requesting that all research projects be listed in separate tables (worksheets) in one Excel file. The new report format contains three worksheets, one each for reporting research, development, and research/ development facilities. To locate the individual worksheets go to the bottom of the screen and hit your choice of project report (definitions follow). Each worksheet contains three categories to differentiate where the funds should be allocated.

Distinguishing Research from Development Projects: In addition to classifying our science as to performing organization, we also need to distinguish between research projects and development projects. This year in the tables you prepare, do this by placing all research (including studies and technology transfer) projects in the Research Tables and all projects identified as development in the Development Tables. See the definitions for research and development in Attachment 3 of this Information Bulletin, and if you are still in doubt, please call us.

Projects with more than one performer of the research: In a few cases it might be necessary to list a project under more than one funding category. For example, this might be necessary if a project is being done by more than one partner, such as a Federal agency such as the U.S. Geological Survey (USGS) and also a University. Assume, for instance, that for a \$100,000 project, \$60,000 is going to the USGS and \$40,000 to the Utah State University (one of the BLM's Cooperative Ecosystem Studies Units (CESU) partners). You would list the name of the project both in category 1 (Government agencies, non academic organizations) and also in category 3 (CESUs). In category 1 you would list \$60,000 as the funding amount, and in category 3 you would list \$40,000 as the funding amount. (In other words, don't double count by listing \$100,000 under this project in both category 1 and category 3.) A description of the funding "categories" appears below in this Attachment.

Project that are both Research and Development: Should you have a project that has both research and development aspects, these should be broken out the same as in the case of projects having more than one performer (as described in the paragraph above). In this situation you would list the project title twice, once as research in the Research Table and once as development in the Development Table. Also, as described above, don't double count the funding. In other words, list the title twice, then list the portion of the funds going to development under the title in the Development Table and the portion of the funds going to research under the same title in the Research Table.

IMPORTANT! When a project title appears in more than worksheet or funding category, please place an asterisk (*) before the title in each instance.

What Constitutes an R&D Facilities Project?

Funds spent in your State for housing research or development activities should be recorded as R&D Facilities projects. The BLM does not typically support major R&D facilities such as National Laboratories or Science Centers. In some cases, however, your State may spend funds that would fall under this budget classification. For instance, you might build or support a field station or have a separate part of a visitor center equipped to house researchers or investigators. If so, this amount should be listed under R&D Facilities.

Fund Allocation Categories

The budget justification process requires that the BLM identify where funds have been, are, or will be allocated. There are three funding allocation categories: government, academic but not through a Cooperative Ecosystems Studies Unit (CESU), and CESU. (Once again we need you to separate out funds spent through a CESU Cooperative Agreement, from funds spent at Colleges and Universities through other funding transfer instruments such as a contract or non-CESU cooperative agreement.)

For each funding category, we need the amount of funds allocated for the project in FY-05, the amount planned for FY-06, and the projected amount for FY-07. For FY-07, this is likely to be “your best guess,” and clearly some guessing will be needed for FY-06 as well. Please make the best estimates you can under the circumstances.

CATEGORY 1. Government Agencies (Federal and state) and all other performers, including non-profit and for-profit organizations. This also includes BLM in-house costs and BLM administrative costs related to the project

CATEGORY 2. Colleges and Universities where funding is provided through contracts, agreements, etc., but not when the project is funded through a CESU Cooperative Agreement.

CATEGORY 3. Colleges and Universities where the funding is provided through a CESU Cooperative Agreement (the funds may then go to a university that is a partner in a CESU). Funding is provided through a task order or modification of the Cooperative Agreement establishing the CESU.

NARRATIVE. We also need some narratives to use in the Justification. It would be helpful if you could provide us with a short paragraph for four or five (more if you wish) research/development projects in your State that you consider especially important or relevant to BLM’s mission, which involve considerable money, or which you would like to have highlighted. (We welcome as many summaries as you wish to provide, but to make it easier for you we are only requesting four or five.) Some of these examples will be useful in writing the Justification, while others may be used in answering other Government data calls during this fiscal year. We would like to have narrative descriptions for several projects from each State that we could use to promote BLM science throughout the year.

Attachment 4 contains an example of what a State Narrative might look like. Should you have any questions, please call John Haugh at 202-452-5071 or Sterling White at 202-452-5136.